

# ACT<sup>TM</sup> Memo

**To:** ACT for Tennessee  
Test Supervisor, Back-up Test Supervisor,  
and Test Accommodations Coordinator

**cc:** System Testing Coordinator  
High School Principal

**From:** ACT State Testing and the Tennessee Department of Education

**Date:** October 13, 2008

**Re:** Training Workshops

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In preparation for the April 2009 administration of the ACT for Tennessee Statewide Test, ACT and the Tennessee Department of Education will conduct training workshops for testing staff. **Attendance at a workshop is mandatory for each Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.** These workshops will be held at six different locations and times throughout the state in January 2009. Specific dates, times, and locations are provided on the reverse side of this letter.

The workshops will consist of training for pre-test activities, test day procedures, and post-test activities. At the workshop you will receive materials you can use to help train staff at your school that will be assisting with the administration. **Because space is limited, only the appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator from your school are eligible to attend this workshop.** Attendance at a workshop is **optional** for System Testing Coordinators who would like to learn more about what schools in their system are required to do during the testing process.

To register for a workshop, please register online at **<http://www.act.org/aap/tennessee/statetest.html>**.

- Please note: the workshop registration website will only be available from **Monday, November 10<sup>th</sup> to Friday, November 21<sup>st</sup>**.

Seating is limited so early registration is advised. You will be notified at the time of registration if a site is full, and you will have the opportunity to select another location at that time. Once you have completed your registration, you will receive an email confirming your registration.

Thank you for your cooperation in responding to this invitation. If you have specific questions, feel free to contact ACT by telephone at (800) 553-6244, x2800 or by email at **[tnetest@act.org](mailto:tnetest@act.org)**. We look forward to working with you.

Best regards,

ACT State Testing

(over)

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**The ACT for Tennessee  
Training Workshops  
January 13-15, 21-23, 2009**

*On-site check-in begins at 8:00 a.m.  
Training will begin at 8:30 a.m. and conclude by 11:30 a.m.*

**Nashville  
Tuesday, January 13, 2009**

Gaylord Opryland Resort &  
Convention Center  
2800 Opryland Drive  
Nashville, TN 37214

**Jackson  
Wednesday, January 14, 2009**

Carl Perkins Civic &  
Convention Center  
400 South Highland Avenue  
Jackson, TN 38301

**Memphis  
Thursday, January 15, 2009**

Holiday Inn  
University of Memphis  
3700 Central Avenue  
Memphis, TN 38152

**Johnson City  
Wednesday, January 21, 2009**

Meadow View Conference Resort &  
Convention Center  
1901 Meadowview Parkway  
Kingsport, TN 37660

**Knoxville  
Thursday, January 22, 2009**

Knoxville Convention &  
Exhibition Center  
525 Henley Street  
Knoxville, TN 37902

**Chattanooga  
Friday, January 23, 2009**

Chattanooga Convention Center  
1 Carter Plaza  
Chattanooga, TN 37401